

Information Privacy and Security Council (IPSC) Meeting Minutes

October 21, 2009

Kalanimoku Building 1151 Punchbowl Street Comptroller's Conference Room 410 Honolulu, Hawai'i 96813	Wailuku Judiciary Bldg. 2145 Main Street First Floor Wailuku, HI 96793	Lihue State Office Bldg. 3060 Eiwa Street Basement Lihue, HI 96766	Hilo State Office Bldg. 75 Aupuni Street Basement Hilo, HI 96720
--------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------	-----------------------------------------------------------------------------	---------------------------------------------------------------------------

MEMBERS / DESIGNEES PRESENT	
Member Name, Title	Department
Au, Paul - EPS Compliance Manager	City and County of Honolulu
Gochros, Susan Pang - Inter-Government & Community Relations	Judiciary
Ito, Jodi - Information Security Officer (Designee)	University of Hawai'i
Keane, David - Data Processing Systems Manager	Dept. of Human Resources Development
Knutzen, Eric - IT/Communications and Projects Manager	County of Kauai
Merez, Gino - HIPAA Specialist (Designee)	Dept. of Health
Saito, Russ K. – State Comptroller (Chair)	DAGS
Tsuchiya, Burt - Director of Data Systems	County of Hawai'i
Verkerke, Jacob – Information Systems Manager	County of Maui
Yong, Lim – DHS HIPAA Coordinator (Designee)	Dept. of Human Services

MEMBERS ABSENT	
Member Name, Title	Department
Decasa, Meliton Jr. - Data Processing Specialist	Dept. of Education
Mau-Shimizu, Patricia - House Chief Clerk	House (Senate Appointee)

OTHER ATTENDEES	
Name, Title	Department
Crosby, Todd - Assistant Administrator	DAGS/ICSD

I. Call to Order – Welcome

- The meeting was called to order at 1:04 p.m.
- Members and other attendees introduced themselves.

II. Approval of previous meeting minutes

Motion to approve was initiated by Paul Au, seconded by Jodi Ito.

III. Reports on investigative committee findings

Executive Summary collection and report

- Chair Saito will send out another memorandum to the agencies that have yet to submit a report.
- The following agencies are still pending submittal of their report to the Council:
 - Department of Education
 - Department of Labor and Industrial Relations
 - Department of Defense
 - Department of Business, Economic Development, and Tourism

Template creation for annual Personal Information Reports

- Report status was reviewed and discussed.
- Paul Au inquired what an agency would do if they maintained no PI. It was discussed and decided that a report should still be submitted indicating an agency had none.
- Members are to hold the individual reports and certify they are submitted and complete to Andrew.
- Andrew Tseu will perform the summary compilation for the Council and also draft the letter to be sent to the Legislature that is due twenty days before the session starts.

Collection of Agency Designees for Policy and Oversight for the Protection of Personal Information

- The council has collected designee names for about one-half of the agencies. A Draft copy will be supplied to members for discussion at the next meeting.

Investigation Of Automated Tools & Training

- Jodi presented her outline and proposed framework that will be utilized.
- Discussion took place with regards that tools and training will be suggested, but delivery and follow-through lies with the departments.
- Chair Saito noted that ICSD Cyber Security should be involved in the development of the deliverable from the Council.
- It was agreed that the deliverable will be split out into two separate focuses: public facing and internal State functions.

IV. Discussion on requirement of Human Resource Privacy Guideline

- It was discussed that there needs to be a reflection of the privacy requirements in the DHRD AUP. The council felt that there is a need to strengthen and enhance permitted use in areas dealing with PII and jurisdictions not directly covered by the DHRD policy should have similar strengthened policies in effect.

V. Discussion on HIJS Project Privacy initiatives

- Jacob Verkerke reported to the Council on the conference.
- Their Council is working on monthly meetings with participants
- Currently waiting for AG legal review of the Hawai'i statutes currently in place. These will become the privacy impact assessments that they will build and also help them to recognize the data elements as noted in the various statutes.
- They are adding a section regarding breach based on the IPSC documents.
- Timeframe for completion is before end of November with AG review finished near end of October. Target is for the project to deliver first draft to the National Governor's Association in March.

VI. Announcements

- Chair Saito noted that legislative session starts in January and if any legislation is to be considered, it needs to be submitted 20 days before session starts. If the Council wants to submit something, we should submit ideas very soon to Todd Crosby for compilation to Chair Saito to review for potential submittal.
- Furloughs start this Friday for most State employees.

VII. **Adjournment**

Motion was made to adjourn by Jodi Ito, seconded by Eric Knutzen. Meeting adjourned at 1:55 p.m.

VIII. **Next Meeting Date**

November 18, 2009 from 1:00 p.m.to 4:00 p.m.

Respectfully Submitted,

1/11/10
Date

Russ K. Saito
Russ K. Saito, Chairperson
Information Privacy and Security Council